

# “The City With a Heart”



David Nigel (Chair)  
Jeffrey Tong (Vice Chair)  
Walter Bird  
Henry Mar  
Cecile Riborozo  
Malcolm Robinson  
Gus Sinks  
Megan Wooley-Ousdahl (City Staff)  
William Li (City Staff)

## **MEETING MINUTES**

### **Bicycle & Pedestrian Advisory Committee**

#### **Meeting**

#### **September 14, 2016**

#### **6:00 p.m.**

**Meeting location: 567 El Camino Real, Conference Room 101, San Bruno**

Welcome members of the public. If you would like to speak on an item that is listed on the agenda, you may do so upon receiving recognition from the Committee Chair when this item will be considered. If you would like to speak on an item that is not on the agenda, you may do so during Item 3, Public Comment on Matters not on the Agenda.

#### **1. Call to Order/Roll Call**

Meeting called to order by Chair David Nigel at 6:01pm

- Committee Members Present: David Nigel (DN), Jeffery Tong (JT), Walt Bird (WB), Malcolm Robinson (MR), Henry Mar (HM), and Gus Sinks (GS)
- Committee Members Absent: Cecile Riborozo
- Staff Present: Megan Wooley-Ousdahl (MWO) and William Li (WL)
- Guest: Heather Co – Graduate Student, San Francisco State

#### **2. Approval of Agenda**

#### **3. Approval of July 13, 2016 Minutes**

Motion by WB, second by MR – All voted in favor

#### **4. Public Comment on Matters Not on the Agenda**

Individuals allowed three minutes, groups in attendance, five minutes. It is the Committee's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Committee from discussing or acting upon any matter not agendized pursuant to State Law.

Heather introduced herself to the Committee.

#### **5. Announcements**

DN – November meeting is 9th. Mtg will have election of officers. Terms of office – JT, WB, MR and HM expiring. Interviews will be held by the Council. Council will also need attendance records.

## 6. New Business

### a. San Bruno Walk 'N Bike Plan Update (Megan Wooley-Ousdahl) –

*Approximately 10 minutes*

#### 1. Finalizing adopted plan

MWO provided update on WnB status. Staff and consultant still working on updating Plan w/ Council and Planning Commission comments/corrections. There are no major changes. Goal is to issue final adopted plan by late Sept./early Oct.

JT asked when does Eisen | Letunic contract end? MWO responded that there are sufficient funds in the contract to finish bike counts and Plan revisions; thereafter, contract work would conclude.

#### 2. Current implementation projects

MWO provided update on current implementation efforts. Currently staff is examining where it would be feasible to install bike racks. CDD working with PS and CS staff. Staff looking at an “inverted U” bike racks as those provide the best security. Currently applying for a grant that provides up to \$5,000 for 40 bike racks. City will have to provide matching funds. CDD also working to refine bike parking requirements. MWO will send the committee the link for the potential bike rack staff is examining.

JT asked if the bike racks should have higher security settings for students with more advanced bikes. MWO responded that there are limited funds currently, but it will be important to install bike racks in phases. Current efforts are focusing on locations where they can be easily installed.

MWO spoke about the implementation task force. First meeting is estimated to be sometime in Oct. The goal is to identify projects and establishing partnerships.

The San Bruno Community Foundation is interested in improvements on San Mateo Ave. CDD and PS provided a list of improvements stemming from the WnB.

DN noted that the San Bruno Community Foundating held their first official grant application meeting last week and are ramping up efforts to start accepting applications soon.

MR asked when the Community Foundation will decide on grant decisions. MWO responded that non-profits can submit applications through the end of the month, but there are separate funds set aside for SM Ave. improvements – won't need to apply for these separately.

JT stated that in order to establish a shuttle program, an application may need to be submitted for the CF grant. MWO responded that staff was asked to focus on SM Ave. primarily for this cycle but could be reinvestigated in future cycles.

MWO stated that this week is national bicycle and pedestrian count week. SB is participating by placing cameras at key intersections to establish traffic counts. MWO will send the committee a map of where the cameras are installed. Filming

is from 7am to 9am. 2pm to 4pm for school traffic. 4pm to 6pm for peak traffic.

MR asked why only those period of times. MWO responded that it would be costly to film for longer periods. MR stated that bicyclists may not be captured because they ride during off-peak times. MWO responded that this count is more commuter centric than recreational.

MR requested a spreadsheet of grant ideas and opportunities. MWO can bring spreadsheet logs for the Nov. meeting and go over the priorities.

DN asked if these grant opportunities should go on a tracking log. MWO suggested that potential grant opportunities be placed on a separate tracking log.

DN requested that bicycling conditions on Huntington and San Antonio be put on a future agenda. WB requested that bike racks be placed on a future agenda.

3. Upcoming grant opportunities

MWO updated committee on current grant opportunities. Commute.org San Mateo County Bicycle Parking Reimbursement Program (bike racks). Applications are ongoing and are accepted throughout their Fiscal Year. MWO discussed OBAG2 call for projects. Deadline to submit applications is November 18th.

b. **BPAC's Role with Walk 'N Bike Plan Implementation (David Woltering) –**

*Approximately 10 minutes*

1. Community ambassadors/event organizers
2. Technical advisors
3. Grants: Feedback/formal endorsement

DW at a Council meeting. MWO provided a brief update that staff will continue to request letters of support from the committee for grant opportunities. CDD staff identified 3 areas where BPAC can support the WnB Plan.

1) community ambassadors/event organizers: spreading the word about the plan at city events.

2) technical advisors: staff will ask committee for feedback about potential ideas from experienced riders and walkers.

3) Grants formal endorsement: letters of support.

c. **Discussion: Subcommittees – Approximately 30 minutes**

1. Current:
  - a. Outreach (DN, GS (1 vacancy)
  - b. Bicycle Safety (DN, JT, 1 vacancy)
  - c. Crestmoor Canyon Trail (HM, CR, JT)
2. Proposed:
  - a. Events
  - b. Walking and Bicycling Safety

DN stated that all subcommittees should be ad-hoc. There is one vacancy in Outreach and one in Bicycle Safety. WB volunteered for Bicycle Safety. DN stated that when Paula was here, there were discussions about having a representative at all SB schools. Still in the initial planning stages with the School

District.

HM stated that the Crestmoor Canyon subcommittee walked the canyon trail with Councilmember Medina. Currently, maintenance can be done but greater improvements will need more studies and environmental clearance. MWO opened discussion about potential new and revamped committees such as events and expanding Bicycle Safety to walking. DN suggested that an annual review of committees be put on the tracking agenda.

HM stated that in past years, there were many more committees that were more ad-hoc than they are now. DN requested clarification on what the by-laws states on standing and ad-hoc subcommittees.

JT stated that the Bicycle Safety committee was meant to be rotational so every committee member could have experience. DN stated that it's difficult for some members to participate because they're all during the day.

DN requested that MWO receive clarification with DW on the intention of ad-hoc committees. Since some committees like Outreach are more standing than ad-hoc.

GS reiterated the BPAC's Mission Statement and how the subcommittees and meetings should try and accomplish the overall goals of the committee to improve walking and biking overall in the community.

GS stated that some committees may need to meet at critical times. For example, events committee should meet before the major events during the spring and summer.

WL stated that subcommittees can only have 3 members. Since the BPAC has 7 members, 3 can be on subcommittees without establishing a quorum which requires official meeting notice through the City Clerk.

Events: GS, MR, JT volunteered for the committee.

Walking and Bicycle Safety: WB, DN, TBD

MWO stated that members should join no more than one committee so spots can be spread out through all members. CR and HM can be asked at the next meeting if they want to be on the WnB Safety committee. Elimination of the Crestmoor Canyon committee can be discussed at the next meeting.

## **7. Unfinished Business**

### **a. Bylaws Update (Megan Wooley-Ousdahl) – *Approximately 5 minutes***

MWO spoke with the City Attorney, Marc Zafferano, on the By-laws. MZ stated that the City Council approved a standard template for by-laws. MZ will compile comments from various committees on template and present revisions to the Council for approval. MWO will follow-up for a specific date. MZ agrees to revise the BPAC's youth-member by-law to match Parks & Rec Commission version. MZ stated that the standard order of business in the by-laws does not have to be followed precisely. Only ones required by law are public comments and comments not on the agenda.

GS asked that when can the youth committee member can be sought? MWO will follow-up.

b. Review of Tracking Log – *Approximately 10 minutes*

MWO revised the tracking log into chart form. Any items that are completed will be moved to the bottom and marked “complete.”

**8. Items from Staff – *Approximately 10 minutes***

a. Street conditions and reporting process (William Li)

WL provided an update on the Mills Park streetlight outage in that it is similar to the Crestmoor RO outage last year. Public Services is working with PG&E to turn on half the lights and checking with residents to see if they’re willing to plug a streetlight into their outlets.

WL encouraged committee to submit issues through the website.

WB asked for an update on ECR/Angus. WL provided update that design was still ongoing but close to 90% and almost ready for Caltrans review. Steel grates were added between the sidewalk and curb extensions.

DN asked for an update on improvements at Cherry and Bayhill. WL said he will follow up with PS staff.

b. Calendar Check

1. Junipero Serra County Park Tour – Thursday, September 22<sup>nd</sup> from noon-1:00pm. Meet at the De Anza parking lot, Junipero Serra County Park, 1801 Crystal Springs Rd, San Bruno

2. Next Committee meeting: November 9, 2016 (Election of officers)

**9. Public Comments on Matters Not on the Agenda**

Remaining comments not heard during pervious comment period.

Guest Heather Co commended the committee on a well-run meeting.

**10. Items from Committee Members (and future agenda items)**

- a. “Good and Welfare” (Comments)

**11. Adjournment**

Meeting Adjourned - 7:55pm